

SELL TICKETS FOR AN EVENT

You can issue admission tickets to your society event via your society webpage. You are required to do this for the following types of event:

Society formals

Issuing a ticket assures students that UUSU have approved the event to take place. It also helps you have oversight of how many guests to expect in attendance and it is the most secure way to accept payment in advance of the event.

Off campus events

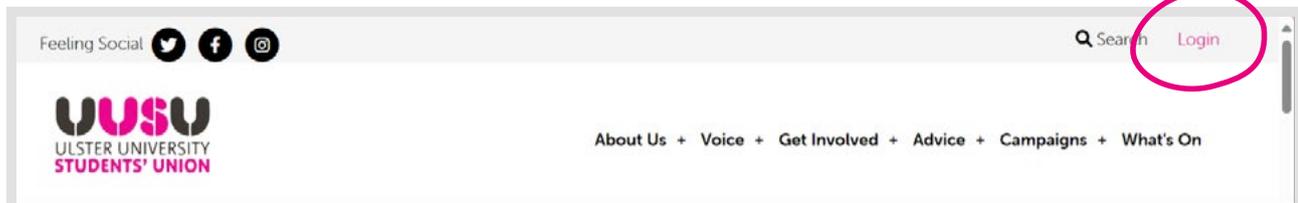
Issuing a ticket assures students that UUSU have approved the event to take place and that the necessary checks relating to risk assessment and insurance cover have been carried out.

Where you wish to cover costs

Some of your society events will be low cost and you may be happy for members to attend for free. It is completely acceptable for you to charge an admission fee if you want to cover the cost of the event or if you want to raise fund for future activities and events.

STEP 1: LOG IN

Log in to the UUSU website at uusu.org using your student B code and password.



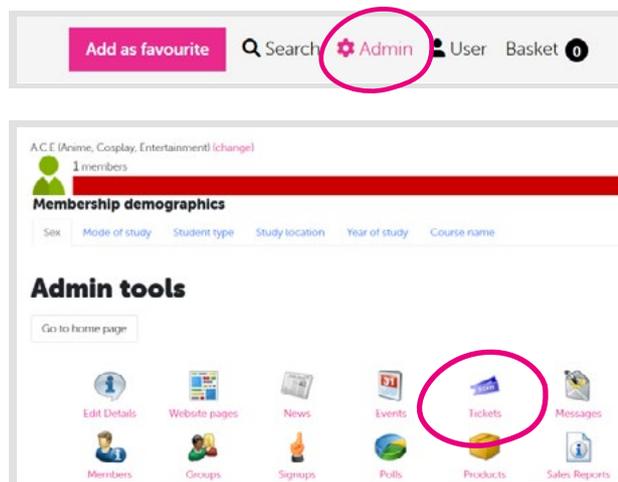
If you have an issue logging on, please contact your Societies coordinator, Karen at k.pothin@ulster.ac.uk

STEP 2: LOCATE YOUR SOCIETY WEBPAGE

Click on **"Admin"** and Select your society.

This will take you to the **"Admin tools"** for your society webpage – in this example "ACE Society"

Click on **"Tickets"**



STEP 3: CREATE YOUR TICKETS

Select the event you want to create tickets for by searching for it by date

Select **"Add ticket"**

The screenshot shows a 'Ticket details' form with the following fields and options:

- Ticket type ***: A dropdown menu with '(Select)' selected. A green callout box points to it with the text 'Specifies who can purchase this ticket.' The dropdown menu is open, showing options: '(Select)', 'Students', and 'Members'.
- Price ***: A text input field.
- On sale from / until**: A date and time selector. The date is '06/08/2024' and the time is '00:00'. The format is 'dd/MM/yyyy HH:mm'.
- Sales limit**: A text input field.
- Per person limit**: A text input field.
- Description**: A text input field.
- Receipt / ticket text**: A large text area for additional information.

Add in your ticket details:

Ticket Type	Can all students buy a ticket or just members
Price	You can issue a free ticket, or you can consider charging a fee which is fair to students and covers your costs (you may charge a little more to accumulate funds for your next event)
On sale from/until	Choose when you want sales to start and end. Think about the time you need to prepare for the event when you know how many students are attending.
Sales limit	You may want to restrict the number of tickets you sell in line with capacity
Per Person Limit	Can students buy more than one ticket?
Description	A short description confirming what the ticket is valid for eg. Pizza Party Admission
Receipt/ticket text	Students will also automatically be asked to acknowledge that this is an official UUSU event.

STEP 4: CUSTOMISE YOUR TICKET

Depending on the type of event, there might be additional information you need from the students buying a ticket eg. dietary requirements if you are providing food at the event.

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales
10024180	Test Training Event Sun 1 Sep 2024 - Students	Students	2.50			Yes	0

Click the yellow button on your ticket listing to add customisations and select **“add new customisation”**.

Customisations will be displayed as questions to the purchaser.

In this example, I want to ask students what their meal choice is at their society formal I have selected “required” so that students must respond. I have chosen to customise “per product” so if a student buys two tickets, I can find out the food options for both attendees. I have listed the food options available and chosen to limit choices to just these options by selecting **“limit to this list”**.

Edit customisation

Details

Label *

Help text

59/200

Required

Customisation type

Max length *

Values

Predefined values

Limit to this list

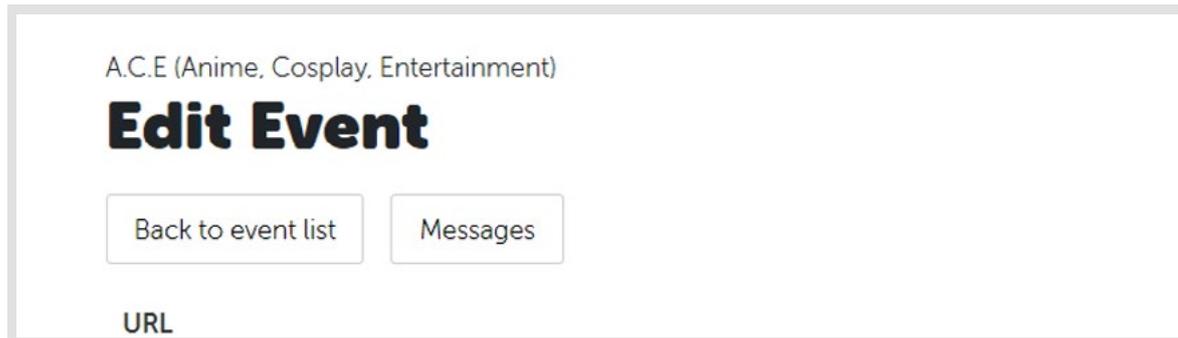
Save

List the different options on separate lines one below the other as in the example

STEP 5: CONTACT YOUR TICKET PURCHASER

Before the event, you'll want to send a reminder to everyone who has bought a ticket.

Select admin and click your society. Select the event icon and the event and select **"Messages"** to send a message to ticket holders



STEP 6: ATTENDING THE EVENT

As attendees arrive at the event, ask them to show you proof of their ticket purchase (this will have been automatically issued to their uni email account). If they don't have a ticket, ask them to secure one before entering the event. This can be done quickly on their phone from the event listing found at www.uusu.org/whatson